

NOTICE OF VACANCY

Position Title: Executive Director, Mahoning County Convention & Visitors Bureau	
Building/Location: 21 West Boardman Street Suite 200, Youngstown, OH 44503	
Director/Supervisor: President of the Board of County Commissioners	
Salary: Competitive	Date Issued: July 5, 2006
<p><u>Filing Deadline</u> Individuals who wish to apply for this position should submit: 1) a County job application, 2) a resume & 3) a letter of interest that elaborates on the aspects of the applicant's background that are particularly suitable to the position. Please submit those items to the Mahoning County Human Resources Office no later than 4:30 pm on Friday, August 4, 2006. Current County employees who wish to apply must complete the same three items listed above. Applicants needing accommodation in completing this application please contact the Mahoning County Human Resources Dept. at 330-740-2130.</p> <p><u>Responsibilities</u> Leadership: Working closely with the Convention & Visitors Bureau Board of Directors, formulate and implement a marketing plan that will expand the convention & tourism business of Mahoning County. Promotion: Working with the relevant business & institutional constituencies (hospitality, entertainment, cultural, athletic, educational, recreational, media, film & television production companies, etc.) Form appropriate partnerships & promote specific opportunities for public participation in events, conventions, recreation & other activities that will advance Mahoning County as an attractive destination. Outreach: Attend tradeshow. Conduct sales calls. Develop & maintain Web site & publications. Develop relationships with tour operators, convention organizers, film & television production companies, & maintain a robust bureau presence among county, state & regional opinion leaders. Administration: Working closely with the President of the Board of Directors of the Visitors & Convention Bureau, staff the activities of the CVB Board. Working the appropriate offices of the County, manage the Bureau's budget, purchasing, contracting and other activities necessary to the implementation of CVB affairs.</p> <p><u>Qualifications</u> Minimum: Bachelor's degree and 3-5 years of experience in marketing and public relations. Proven success in developing strong working relationship with diverse constituencies and good track record in financial management. Preferred: Significant experience in the destination marketing field.</p>	
AN EQUAL OPPORTUNITY/ADA COMPLIANCE EMPLOYER, M/F V/H	